



# County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012 (213) 974-1101

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October 16, 2001

The Honorable Board of Supervisors County of Los Angeles 383 Kenneth Hahn Hall of Administration 500 West Temple Street Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF AMENDMENTS NO. 1 TO THE MEMORANDA OF UNDERSTANDING WITH BARGAINING UNITS 711 AND 777 (3 - VOTES)

#### IT IS RECOMMENDED THAT YOUR BOARD:

- 1. Approve Amendments No. 1 to the Memoranda of Understanding (MOU) for the Social Workers (Unit 711) and the Supervising Social Workers (Unit 777).
- 2. Approve the accompanying ordinance amending Title 6 of the Los Angeles County Code.

#### PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action is to implement Amendments No. 1 to the MOU for Unit 711 and Unit 777.

The accompanying ordinance amendment makes changes and technical corrections to the County Code provisions relating to non-represented employees to maintain consistent internal relationships and correct inadvertent errors.

#### FISCAL IMPACT/FINANCING

The provisions of the Amendments No. 1 to the MOU for Units 711 and 777 are within the parameters established by your Board. All of the recommended changes will be financed within available County funding.



Honorable Board of Supervisors October 16, 2001 Page 2

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Amendments No. 1 to the MOU for Bargaining Units 711 and 777 have been ratified by the employee organizations.

These amendments provide for the extension to February 28, 2003 of additional standby pay and special evening/night shift bonuses for the Adult Protective Services Roll Out Program which will facilitate the Community and Senior Services Department's staffing of the State mandated after-hours emergency roll out program.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

None.

#### **CONCLUSION**

The accompanying MOU amendments and ordinance have been approved as to form by County Counsel.

Respectfully submitted,

DAVID E. JANSSEN

Chief Administrative Officer

DEJ:SRB PHS:YK:pb

Attachments (2)

c: Auditor-Controller
County Counsel
Director of Personnel
Director of Children and Family Services
Director of Community and Senior Services

# AMENDMENT NO. 1 MEMORANDUM OF UNDERSTANDING FOR JOINT SUBMISSION TO THE BOARD OF SUPERVISORS REGARDING SOCIAL WORKERS

THIS AMENDMENT NO. 1 TO MEMORANDUM OF UNDERSTANDING, made and entered into this 27<sup>th</sup> day of September, 2001

BY AND BETWEEN

Authorized Management Representatives (hereafter referred to as "Management") of the County of Los Angeles (hereinafter referred to as "County")

AND

SOCIAL SERVICES UNION, LOCAL 535, SEIU, AFL-CIO (hereinafter referred to as "Local 535" or "Union")

WHEREAS, on the 31<sup>st</sup> day of July, 2000, the parties entered into a Memorandum of Understanding regarding Social Workers, which Memorandum of Understanding was subsequently approved and ordered implemented by the County's Board of Supervisors; and

WHEREAS, as a result of mutual agreement, the parties desire to amend said Memorandum of Understanding as set forth hereafter:

NOW, THEREFORE, the parties agree as follows:

- 1. Amend Article 10, Special Pay Practices, as appended hereto.
- 2. This Amendment No. 1 to said Memorandum of Understanding constitutes a mutual recommendation to be jointly submitted to the County's Board of Supervisors and this Amendment No. 1 will be effective when and if approved and implemented by said Board of Supervisors, in the same manner as provided in Article 4, which was applicable to the implementation of the original Memorandum of Understanding.
- 3. Except as herein specifically amended, each and every other provision of said Memorandum of Understanding shall continue to remain in full force and effect.

If an employee should complete work required, leave the work location, and subsequently be recalled during the four-hour period being compensated for as a result of the initial call back, no addition compensation will be paid until four hours have been worked by the employee; i.e., there shall be no pyramiding of time and one-half pay as a result of call back.

If an employee's work schedule must be altered to accommodate operational requirements on any scheduled workday and the employee is required to report for work up to two hours earlier than his normal shift starting time, this shall be considered an early shift start and not a call back. Employees assigned to an early shift start will be allowed to work to the end of their normal shift provided work is available in their classification.

#### Section 3. Standby Pay

Employees required by Management to remain available to return to work, at any time during specified hours outside their normal working hours, are eligible to receive \$1.00 per hour while on standby but not more than \$200.00 per month.

No additional compensation for standby status shall be made since the employee placed on standby status is not "unreasonably restricted" as defined by the Fair Labor Standards Act.

beyond those typically allocated to the employee's class. The assignment of additional duties normally performed by incumbents of the employee's class would not qualify for this additional compensation.

This additional compensation shall begin on the first day the additional responsibilities are performed and shall end on the day the additional responsibilities are no longer performed. Management shall notify the employee of the termination of any assignment for which he or she qualifies for the additional responsibilities bonus. In no event shall an employee receive compensation pursuant to this Section and receive the out of class bonus pursuant to Article 21 for the same assignment.

The additional compensation provided in this section shall not constitute a base rate.

# AMENDMENT NO. 1 MEMORANDUM OF UNDERSTANDING FOR JOINT SUBMISSION TO BOARD OF SUPERVISORS REGARDING SUPERVISING SOCIAL WORKERS

THIS AMENDMENT NO. 1 TO MEMORANDUM OF UNDERSTANDING, made and entered into this 27<sup>th</sup> day of September, 2001

BY AND BETWEEN

Authorized Management Representatives (hereinafter referred to as "Management") of the County of Los Angeles (hereinafter referred to as "County")

AND

SOCIAL SERVICES UNION, Local 535, SEIU, AFL-CIO (herein after referred to as "Local 535" or "union")

WHEREAS, on the 5<sup>th</sup> day of September, 2000, the parties entered into a Memorandum of Understanding regarding Supervising Social Workers, which Memorandum of Understanding was subsequently approved and ordered implemented by the County's Board of Supervisors; and

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment No. 1 to the Memorandum of Understanding the day, month and year first above written.

SOCIAL SERVICES UNION LOCAL 535, SEIU, AFL-CIO

COUNTY OF LOS ANGELES AUTHORIZED MANAGEMENT REPRESENTATIVES

9-26-01

Chief Administrative Officer

hours' pay at the rate of time and one-half of the employee's regular rate of pay. Work performed in excess of four hours will be compensated for in accordance with provisions of Article 8, Overtime.

If an employee should complete work required, leave the work location, and subsequently be recalled during the four-hour period being compensated for as a result of the initial call back, no additional compensation will be paid until four hours have been worked by the employee; i.e., there shall be no pyramiding of time and one-half pay as a result of call back. If an employee's work schedule must be altered to accommodate operational requirements on any scheduled work day and the employee is required to report for work up to two hours earlier than his normal shift starting time, this shall be considered an early shift start and not a call back. Employees assigned to an early shift start will be allowed to work to the end of their normal shift provided work is available in their classification.

# Section 3. Standby

Effective July 1, 2000, employees required by Management to remain available to work, at any time during specified hours outside their normal working hours are eligible to receive \$1.00 per hour while on stand-by but not more than \$200.00 per month.

This is in addition to any bilingual bonus monies agreed to in the Fringe Benefits MOU.

Management shall make every effort to assign certified bilingual workers to SCSW's who are certified in that language.

Special Bonus - Adult Protective Services Roll Out Program

Effective July 1, 2000, any Adult Protective Services Supervisor assigned by Management to the Adult Protective Services Roll Out Program on an Evening or Night shift will receive \$75.00 per pay period (\$150.00 monthly). This bonus will terminate February 28, 2003.

# Section 7. Adult Protective Services - After Hours Duty

Whenever a Social Services Supervisor assigned to the Adult Protective Services Program is ordered by his/her Department Head or designated Management representative to work (directing/supervising adult protective services staff performing after hours work) following the termination of his/her normal work shift and departure from his/her work location as a result of the APS Program, the employee shall receive a payment of four hours pay at the rate of time and one-half of the employee's regular rate of pay. Social Service Supervisors who work in excess of four hours following their regularly scheduled shift will be compensated for in accordance with the provisions of Section 1 of Article 8, Overtime.

the difference between the two classes) or be assigned to a special project or assignment which requires the performance of additional duties and carries additional responsibilities beyond those typically allocated to the employee's class. The assignment of additional duties normally performed by incumbents of the employee's class would not qualify for this additional compensation.

The additional compensation shall begin on the first day the additional responsibilities are performed and shall end on the day the additional responsibilities are no longer performed. Management shall notify the employee of the termination of any assignment for which he or she qualifies for the additional responsibilities bonus. In no event shall an employee receive compensation pursuant to this Section and receive the out-of-class bonus pursuant to Article 20 for the same assignment.

The additional compensation provided in this Article shall not constitute a base rate.

#### **ANALYSIS**

This ordinance amends Title 6 - Salaries of the Los Angeles County Code by adjusting the salaries of non-represented pharmacy classifications.

LLOYD W. PELLMAN County Counsel

LESTER J. TOLNA

Principal Deputy

Management Services

LJT:mag

10/05/01 (requested) 10/09/01 (revised)

ORDINANCE NO.
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This ordinance amends Title 6 - Salaries of the Los Angeles County Code relating to salary changes for non-represented pharmacy classifications.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 is hereby amended by changing the salary of the following classes to read as follows:

Item <u>No.</u>	<u>Title</u>	Effective <u>Date</u>	Salary or Salary Schedule and Level	
5525	ASST CHIEF, PHARMACY SERVS, MED CTR	01/01/2000 10/01/2000 07/01/2001 10/01/2001 07/01/2002 10/01/2002	102B 103G NV 104H NV NW 105E NW	104B 105C 105E 106B
5515	DRUG INFORMATION CENTER COORDINATOR	01/01/2000 10/01/2000 07/01/2001 10/01/2001 07/01/2002 10/01/2002	99G 101A 102B <u>NV</u> NW 102K <u>NW</u>	101G 102H 102K 103G
5535	HEALTH FACILITIES CONSULT, PHARMACY	01/01/2000 10/01/2000 07/01/2001 10/01/2001 07/01/2002 10/01/2002	97K 99D 100E NV NW 101B NW	99K 100K 101B 101K

5528	PHARMACY SERVICES CHIEF I	01/01/2000 10/01/2000 07/01/2001 10/01/2001 07/01/2002	_98B _99G 100H	NV NV NW	100B 101C 101E
		10/01/2002	<del>101E</del>	<u>NW</u>	<u>102B</u>
5529	PHARMACY SERVICES CHIEF II	01/01/2000	_ <del>99F</del>		
		<del>10/01/2000</del> 07/01/2001	100L	NI\ /	101E
		10/01/2001	102A	NV NV	<u>101F</u> 102G
		07/01/2002	1027	NW	102J
		10/01/2002	<del>102J</del>	NW	103F
5530	PHARMACY SERVICES CHIEF III	04/04/0000	400D		
5550	PHARMACT SERVICES CHIEF III	01/01/2000 10/01/2000	102B 103G		
		07/01/2001	1000	NV	104B
		10/01/2001	104H	NV	105C
		07/01/2002		NW	105E
		10/01/2002	<del>105</del> €	NW	105B
5516	PHARMACY SUPERVISOR I	01/01/2000	N2-98B		
0010	THE CONTROL OF LIVINGER	10/01/2000	N2 99G		
		07/01/2001		NV	100B
		10/01/2001	<del>100H</del>	<u>N2V</u>	101C
		07/01/2002	40.45	N2W	101E
		10/01/2002	<del>101E</del>	N2 <u>W</u>	<u>102B</u>
5517	PHARMACY SUPERVISOR II	01/01/2000	<del>102B</del>		
		<del>10/01/2000</del>	<del>103G</del>		
(		<u>07/01/2001</u>		NV	<u>104B</u>
		10/01/2001	<del>104H</del>	NV	105C
		<u>07/01/2002</u>	10EF	NW	105E
	•	10/01/2002	<del>105</del> €	<u>NW</u>	<u>106B</u>

**SECTION 2.** Section 6.78.350 is hereby amended to read as follows:

#### 6.78.350 Additional information.

- A. 1. Persons employed under Item 9328 (Patient Helper, NC) in the department of health services shall not be entitled to any cash compensation for any holidays on which they are not required to work, nor for absence due to sickness, nor shall they be entitled to vacations, notwithstanding any other provision of this code.
- 2. Persons employed in positions under Item 9328 (Patient Helper, NC\*) shall be paid at an hourly rate of pay that does not exceed the minimum wage required by the Fair Labor Standards Act and which is otherwise in compliance with the minimum wage regulations of the Fair Labor Standards Act regarding the compensation of patient workers performing required work assignments. No person shall be assigned work under this item who is not a patient in an institution of the department of health services of the county of Los Angeles.
- B. 1. Persons employed as Dental Resident (Item 4760M), or Physician, MD, Post Graduate (Item 5411M) shall be compensated on the basis of completed service as a Dental Resident or Physician, MD, Post Graduate. Notwithstanding the provisions of Section 6.08.010 of this code, advancements to steps above the entrance-step rate shall be designated by the director of health services.
- 2. For purposes of the provisions of the physician pay plan of this code, any person employed in a position of Supervisor of Residents (Item No. 5415) shall be deemed a resident physician.

- C. 1. All persons appointed to student or trainee positions in the department of health services shall possess temporary status while occupying such positions.
- 2. Certain Student Positions. Persons employed in the following items shall be required to participate in a training program the following number of hours:

Item

No. Title

9340 Student Clinical Social Worker, NC 16 Hours Per Week

9343 Student Psychiatric Case Worker, NC 16 Hours Per Week

D. Persons employed by the department of health services who are commissioned officers in the Armed Forces of the United States, and receiving full pay as such, shall not be entitled to receive maintenance or compensation from the county, except uniforms and medical care.

E. In addition to all other compensation provided for in this code, \$5.00 shall be paid to the persons employed in Vocational Nurse, Surgical Technician, Radiologic Technologist, Nursing Attendant, Ambulance and Laboratory Assistant positions in the Department of Health Services, each time they qualify for compensation under Section 6.10.130 of this code.

F. Notwithstanding any other provision of this code, any person employed in a Physician classification in the department of health services who is on an educational leave of absence approved by both the director of health services and the director of personnel shall continue to earn vacation and sick leave as if he were not on such leave of absence.

- G. Upon authorization of the chief administrative officer, any person employed in a permanent, full-time position of Licensed Vocational Nurse I or II who is assigned on a permanent basis to an intensive care unit shall be entitled to compensation at rate of four levels higher than that established for said positions in Section 6.28.140 of this code.
- H. 1. a. Any person employed on a permanent, full-time basis as an Assistant Nursing Director I (Item No. 5314) who is permanently assigned to work in a recognized emergency room shall receive, in addition to other compensation provided by this code, \$50.00 per pay period for each calendar month in said assignment, or \$75.00 per pay period if such person has been certified as a mobile intensive care nurse and is permanently assigned to a recognized emergency room.
- b. Any person employed on a permanent, full-time basis as the Emergency Medical Systems Program Head (Item No. 4596) who is assigned to direct the Pre-hospital Care Program and who holds an active California License as a Registered Nurse and current certification as a Mobile Intensive Care Nurse shall receive \$75.00 per pay period for each calendar month in such assignment.
- 2. Nurse Recruitment Employee Award Program. Employees of the department of health services not specifically excluded under the terms of the Nurse Recruitment Employee Award Program are eligible for monetary awards for successful recruitment of registered nurses. Registered nurse applicant qualifications, referral procedures, and other terms of program participation shall be as described and defined by the Nurse Recruitment Employee Award Program as approved by the board of supervisors. Monetary awards shall be made as follows:

- a. Any health services department employee not otherwise excluded from eligibility under the Nurse Recruitment Employee Award Program, shall be eligible for a net award of \$1,000.00 for successful recruitment of a full-time Registered Nurse. Such award shall be made in payments of \$250.00 after the referral completes six months of continuous service and \$750.00 after the referral completes 12 months of continuous service.
- b. Any health services department employee not otherwise excluded from eligibility under the Nurse Recruitment Employee Award Program, shall be eligible for a net award of \$500.00 for the recruitment of a part-time Registered Nurse. Such award shall be made in payments of \$175.00 after the referral completes six months of continuous service and \$325.00 after the referral completes 12 months of continuous service.
- c. Federal, state and social security taxes shall be prepaid on referral awards received under authority of paragraph a or b of this subsection such that the referring employee receives a net award of \$1,000.00 for recruitment of a full-time employee or \$500.00 for recruitment of a part-time employee.
- 3. Shift Pay for Nursing Managers. When an employee in the following classes is regularly assigned to work an evening or night shift as defined in Section 6.10.020, the employee shall be paid the hourly shift differential indicated in the table below in addition to the employee's other pay.

### **Shift Differential for Nursing Managers**

Item No.	Title	Evening Shift	Night Shift
5295	Assistant Nursing Director, Admin	\$2.65	\$3.65
5286	Nurse Manager	2.50	3.30

4. Any nonrepresented person employed in a full-time, permanent position requiring a California license to practice as a Registered Nurse, shall, upon authorization of the department head, be allowed time necessary to be absent from work at regular pay to a maximum of 20 hours total during one fiscal year, for the purpose of meeting mandatory continuing-education requirements. On-the-job training (or in-house offerings), and California Nursing Board certified home study accredited for meeting applicable state relicensure or recertification requirements shall count toward meeting the County obligation of 20 hours. Further, any person employed in a part-time nonrepresented permanent position requiring a California license to practice as a Registered Nurse, who works at least 20 hours per week on a continuing basis, shall upon authorization of the department head, be allowed time necessary to be absent from work at regular pay to a maximum of 10 hours total during the fiscal year. Where the department requires certification beyond 20 hours (10 hours in the case of permanent nonrepresented part—time employees), additional continuing education hours will be granted.

- 5. Upon request of the director of health services and when the chief administrative officer so finds, any person holding the position of Clinic Nurse II (Item No. 5328) who is headquartered in the Antelope Valley Health Center or the Catalina Island Health Center and who is required to be on standby duty while performing public health nursing duties, shall be compensated at a rate two schedules higher than that established for this position in Section 6.28.140 in lieu of any compensation provided in Section 6.10.120, standby pay, of this code.
- I. Any person employed on a permanent, full-time basis as a Medical Case Worker II (Item No. 9002), Clinical Social Worker (Item No. 9013) or Senior Clinical Social Worker (Item No. 9019), who is assigned to work at the Olive View Medical Center and San Fernando Valley Health Services Region, shall be paid a bonus, as specified and defined, and subject to the authorization required by Section 6.10.120 of this code for each hour of standby duty, not to exceed 300 hours per month.
- J. Any person employed in a full-time, permanent position of Veterinarian (Item No. 5728), Senior Veterinarian (Item No. 5732), Chief Veterinarian (Item No. 5734), and Director, Comparative and Veterinary Medicine, Health Services (Item No. 4584) who has obtained certification by the appropriate American Veterinary Medicine Specialty Board in the specialty to which he is assigned, shall receive a flat monthly bonus equal to 5.5 percent of the step to which he is entitled, as established in Section 6.28.050. Compensation under this provision shall not be made before the first day of the month in which the employee provides satisfactory evidence to the department head of board certification.

K. Any person employed in a full-time position of Physician's Assistant (Item No. 5047) or Senior Physician's Assistant (Item No. 5051) may, upon approval of his or her department head, be allowed the time necessary to be absent from work at regular pay, not to exceed 16 hours in a fiscal year, to attend continuing education classes which will increase his or her medical knowledge and skill.

L. Compensation of Certain Positions. Notwithstanding any other provision of the County Code, the director of health services, for recruitment purposes, may establish the compensation of any of the following positions at the time of initial appointment at a rate up to 50 percent above the rate shown in Section 6.28.050. Such compensation when established shall be the flat rate per month.

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No. Title

4562 Assoc. Dir., Clinical & Med. Affairs, HS

4568 Director, Office of Managed Care

Thereafter, the flat rate per month so established for the Director, Office of Managed Care shall be increased by four percent on October 1, 2000, by one and one quarter percent on July 1, 2001, by three percent on October 1, 2001, by one and one quarter percent on July 1, 2002, and by two percent on October 1, 2002 and the flat rate per month so established for the Assoc. Dir., Clinical & Med. Affairs, HS shall be increased by four percent on October 1, 2000, by one and one half percent on July 1, 2001, by three percent on October 1, 2001, by one and one half percent on July 1, 2002,

and by two percent on October 1, 2002. The rate or rates established by this provision constitute a base rate.

M. Notwithstanding any of the provisions of this Title 6, effective March 1, 1999, any person employed as a Chief, Psychiatric Social Work (Item No. 9043) who has been at the top step of the range for at least one year shall be entitled to receive compensation at a rate 12 levels higher than that established for this position in Section 6.28.050 of this code.

N. Compensation of Executive Director, LAC/USC Medical Center. Notwithstanding any other provision of the County Code, the Director of Health Services, for recruitment and retention purposes, may establish the compensation of the Executive Director, LAC/USC Medical Center (Item No. 8086) at the time of initial appointment at any rate up to 50 percent above the Control Point for Range 16 of the Management Appraisal and Performance Plan Salary Structure (Table 1 of Section 6.28.050). Notwithstanding any other provision of Part 3, Chapter 6.08 of the County Code, the Executive Director, LAC/USC Medical Center (Item No. 8086) may receive Management Salary Adjustments, or other salary adjustments, as may be approved by the Board of Supervisors for Management Appraisal and Performance Plan participants.

The rate or rates established pursuant to this subsection N shall constitute a base rate.

O. Persons appointed to the position of Environmental Health Specialist II (Item No. 5671) with less than one year's experience shall be placed on a 4-step salary range and be advanced to the next step of the salary range upon completion of six months of continuous service. Persons appointed to the position of Environmental Health Specialist II having one or more years of experience as a Registered Environmental Health Specialist shall be placed one additional step higher in the salary range for each year of experience, not to exceed the top step of the salary range.

P. Notwithstanding Section 6.08.365 of the County Code, Chief, Pharmacy
Services, LAC/USC Medical Center (Item No. 5527) and the Director, Pharmacy Services
HS (Item No. 5536) shall receive additional compensation of 4.25 percent effective on
July 1, 2001 and a further adjustment of 3.25 percent on July 1, 2002.

SECTION 3. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately. If this ordinance becomes effective after July 1, 2001, it shall be construed and applied as if it were effective and operative on and after July 1, 2001.

Unit711&777.o [628050PSCAO]